

***EXAMPLE***

**(USE YOUR LETTERHEAD)**

DATE

MEMORANDUM FOR Det 1, HQ AFSFC  
300 McPherson Ave  
Ft Leavenworth KS 66027-1363

FROM: XXXXth Security Forces Squadron

SUBJECT: Statement of Conduct

1. Inmate Will B. Good has been confined at this confinement facility since 23 Jan 98. His/Her institutional behavior is as follows:

YES	NO	
_____	_____	a. Complied with all facility rules and regulations.
_____	_____	b. Appeared before Discipline & Adjustment Boards for rules infractions (if yes explain below).
_____	_____	c. Attended rehabilitation therapy groups (state type of therapy).
_____	_____	d. Demonstrates the desires to improve his/her behavior.

2. Additional Comments:

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SIGNATURE BLOCK OF  
CORRECTIONS OFFICER

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